Message: RE: New Contract Invoicing and Reporting Info

RE: New Contract Invoicing and Reporting Info

From	Andrea Vent	**Date**	Monday, January 30, 2017 4:52 PM
To	Kraft, Emily		
Cc			
Journal Recipients	Emily.Kraft@oa.mo.gov		

Emily, thank you for a very well written explanation. I have not worked directly with these forms so am coming new to the game. For now, I will be the main contact and the one learning and sharing with our staff. We have had several staff move on since we applied and that has slowed us down moving forward. Staff and I will be going through this in exquisite detail on Wednesday. Do I work with you on any updates on our staff and filling out the monthly statement?

Andrea Vent

Executive Director

The Haven of Grace
www.havenofgracestl.org

Main: 314-621-6507
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1225 Warren Street
St. Louis, MO 63106

mission

Serving women who are young, pregnant and homeless, we provide a safe, nurturing home, educational programs and long-term support for mother and child. Founded in faith, we instill hope, dignity and the pride of independence, one family at a time.

From: Kraft, Emily [mailto:Emily.Kraft@oa.mo.gov]
Sent: Friday, January 27, 2017 10:23 AM
To: Andrea Vent
Subject: New Contract Invoicing and Reporting Info

Hi Andrea,

Congratulations on the award of your new Alternatives to Abortion contract! I am the state administrator of the Alternatives to Abortion program and primarily who you will be dealing with

during the course of your contract. If there is someone other than yourself who you would prefer to serve as my point of contact for Haven of Grace, please let me know.

In the meantime, I wanted to take this opportunity to go over A2A invoicing and reporting, as I know you and your staff are probably working very hard to get up to speed on how the program operates.

There are two forms attached to this email: the Monthly Invoice Template and the Quarterly Expenditure Form.

Monthly Invoice Form

The Monthly Invoice Form must be completed **at the beginning of each month** for that month (i.e. you will submit the February 2017 invoice at the beginning of February). Your award amount for the remainder of FY17 and the monthly award amount have been populated for you. The only fields you are able to modify on this form are the invoice number, date, service period, prior invoiced total, and quarterly expenditure adjustment. All the remaining fields are password protected and are only to be changed by me. February should be pretty simple, but if you have any questions on how this needs to be filled out, please let me know.

Quarterly Expenditure Report (QER)

The QER must be filled out at the end of each quarter (quarter ending dates are March 31, June 30, September 30, and December 31). If the QER shows that your expenditures are less than the amount paid to you for that quarter, you will enter the difference in the "Quarterly Expenditure Adjustment" field of that month's invoice (this will be a negative number, so please double check that it is). If you claim more expenditures for reimbursement than was paid to you for that quarter, you will again put the difference in the "Quarterly Expenditure Adjustment" field on the invoice (this time, it will be a positive number and will add to your "total due" field).

For example, for the months of July through September, you were paid $75,000 total, but you only had $67,000 in expenditures as reported on your QER. On the October invoice, you would enter -$8,000 for the quarterly expenditure adjustment, and the total payment for that month would show $17,000.

If Haven of Grace has other federal funding sources, this may already look familiar to you. However, if you have questions as to how the Quarterly Expenditure Report needs to be filled out, **please direct those questions to Joy Benne at (573) 751-7027**.

A2A State Data System

We recently created a new database system for the A2A program and as a new contractor, you will need to be set up with access to the system. In order to do that, I will need to know who you want to serve as your administrator, their email address, and their phone number. Going through the account set-up process is a little tricky, and I find that it's best to walk new users through it by phone.

Case File Review Reports

Section 2.4.3 requires that case file review reports be submitted on February 15, June 15, and October 15. As the contract is starting so close to February 15, I am not requiring you to submit a case file review report for this date. **Your first report will be due June 15**. Case file review reports can be as simple as an email or Word document describing which client files were reviewed, which case manager serves that client, any deficiencies that were found, and how you plan to correct any deficiencies that were found. Please also make it clear which month the file was reviewed and which

subcontractor the case manager is from (if you ever decide to utilize subcontractors for this program). For example:

February Case File Reviews

Client: Jessica Smith
Case manager: Tina Jacobs
Subcontractor: ABC Subcontractor
Date reviewed: 2/10/17
Case file deficiencies: Client delivered on 12/14/16, but the client's birthing outcome has not yet been entered. All other records required by 2.4.1 are present in the case file.
Corrective action: Case manager has been notified of the deficiency and will be entering this data. A follow-up check will be completed by 2/28/17 to ensure the data is entered.

Client: Andrea Thompson
Case manager: Jerri Jones
Subcontractor: 123 Subcontractor
Date reviewed: 2/11/17
Case file deficiencies: None. All records required by 2.4.1 are present in the case file.
Corrective action: N/A

March Case File Reviews

Client: Jennifer Lee
Case manager: Cheryl Loeb
Subcontractor: ABC Subcontractor
Date reviewed: 3/5/17
Case file deficiencies: Records indicate client received rental assistance for November 2016, but no receipt is present. All other records required by 2.4.1 are present in the case file.
Corrective action: Case manager has been notified of the deficiency and has requested a copy of the rent check from Accounting. A follow-up check will be completed by 3/31/17 to ensure the copy is entered into the case file.

I recognize that this is a very long email with a lot of information to digest. If you have any questions as you're reading through it, please let me know. I look forward to working with you!

Thanks,

Emily Kraft
Alternatives to Abortion Program Manager
Truman Building, Room 430
Jefferson City, MO 65102
Phone: (573) 522-0003